

SECTION 3.45 CLASSIFICATION STRUCTURE

Last Update: October 2010

A job class consists of one or more positions similar in duties, responsibilities, and minimum qualifications assigned to the same job title and pay grade. Two or more like classes may be arranged to constitute a class series.

Changes to the classification system include the establishment, deletion, or revision of a job class or series. These changes may be due to new or discontinued programs, changing needs and priorities, organizational or job structure changes, etc.

Classification structure changes may be initiated by the department or the DAS-HRE. Structure changes require approval from the DAS-HRE. The need for the change should be carefully evaluated and documented.

New Classes

Pay grades for new classes are approved by the DAS-HRE. The Department of Management must authorize that funds are available to implement the change. A job evaluation instrument is used to compare classes and the resulting job evaluation point totals used to determine pay grade assignments. If the class is covered by a collective bargaining agreement, the pay grade must be negotiated.

Existing Classes

Pay grade changes for existing classes covered by a collective bargaining agreement are typically handled through the contract negotiation process.

Pay grade changes for non-contract classes are handled in the same manner as the establishment of a pay grade for a new class. Departments may initiate these pay grade change requests by providing written justification to DAS-HRE.

Points to be covered in the justification include but are not limited to:

- The recommended salary and pay grade for the class.
- Recruitment or retention problems due to the current pay grade.
- Information regarding the salary of comparable positions in other states and private industry.
- Factors which have caused the job to change or become more complex.
- Existing pay compaction problems due to the current pay grade.